

McKenzie PTA

Budget Increase Request Form

Please complete the form **20 days prior to a PTA Executive Board meeting or the request must wait until the following month.** *A copy of the request should be submitted to both the Treasurer and the President.*

Submitted By: _____ Date submitted: _____

Committee Name: _____

Committee Chair: _____

Phone: _____ Email: _____

Original Approved Budget Amount: _____

Amount of Increase Requested: _____

Detail of Expense to Date

Please explain below or attach information to this request

Treasurer use only:

Approved by Executive Board Yes No Date of Approval/Denial _____

PTA President Signature _____